

ARDLEIGH VILLAGE HALL



To: Members of Ardleigh Parish Council

**You are hereby summoned to attend the Meeting of the Trustees of Ardleigh Village Hall
(Ardleigh Parish Council is the sole Trustee of Ardleigh Village Hall)
to be held on Monday 10 February 2020, immediately after the Parish Council meeting, for the purpose of
transacting the business as set out in the Agenda**

Rachel Fletcher - Clerk
Dated 5 February 2020

Rachel Fletcher

- VH20/010 Chairman's Welcome**
- VH20/011 Apologies and reasons for absence**
- VH20/012 Declaration of Interests - to receive interests relating to items on the agenda**
- VH20/013 Minutes**
To agree the accuracy of the Ardleigh Village Hall Minutes of 13 January 2020. (see attachment)
- VH20/014 Maintenance and Development**
 - VH20/14.1 To update on progress towards planned development and refurbishment project funded by GCG Environment Trust including timetable of works during February 2020 half term.
- VH20/015 Health and Safety, including Fire Safety**
 - VH20/15.1 To update on risk assessments and any actions required.
- VH20/016 Village Hall Finance and Staffing**
 - VH20/16.1 To receive the financial report on Village Hall accounts as at end January 2020 (see attachment). To note that new mandate had been requested to allow the Clerk/ RFO to access internet banking.
 - VH20/16.2 To agree and authorise the invoices to be paid. (See attachment- normally sent with Ardleigh Parish Council papers).
 - VH20/16.3 To consider report and recommendations following the review of terms and conditions and job description of the Cleaner/ Booking Clerk/ Caretaker (see confidential attachment).
 - VH20/16.4 To consider proposed budget for 2020-21.
- VH20/017 Village Hall Bookings and operations**
 - VH20/17.1 To provide verbal on hall bookings including online booking software.
- VH20/018 Meeting Closure & Date of Next Meeting**
Date of next meeting Monday 9 March 2020.